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## 4-OP-H-5.1.

### Procedure for Defining University Units

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#### Definitions:

**University Unit** refers to an individual unit or group of consolidated units made up of a school or college and any departments or divisions which are a subdivision of a college or school; centers, facilities, labs, libraries, or program within a college or school, or as an independent entity; offices; associations; and administrative units

**Mission Critical** is any factor (component, equipment, personnel, process, procedure, software, etc.) that is essential to business operations.

**Reputational Harm** often called reputation risk, is the potential loss to financial capital, social capital and/or market share resulting from damages to a firm's reputation.

**Significant Harm** is the permanent loss of revenue to the organization in excess of \$1M.

#### Inclusion Criteria

The Vice President for Finance and Administration and the University Provost, or other University executive management they delegate, will identify University units that provide business functions that if disrupted could impede the university's ability to meet its mission and/or strategic goals, could have a major financial or reputational impact, or could result in significant regulatory or contractual non-compliance, required to participate in the vulnerability management program, maintain a Business Impact Analysis, Disaster Recovery Plan and Risk Assessment on a triennial basis.

University units identified to maintain a Disaster Recovery Plan will exercise the plan on an annual basis, document lessons learned, and develop remediation steps to address plan weaknesses. Business Impact Analyses, Disaster Recovery Plans, Disaster Recovery Tests, Lessons Learned and Risk Assessments will be submitted to the Chief Information Security Officer in the Information Security and Privacy Office for review by the end of the calendar year as referenced in the Three Year Cycle schedule.

#### University Units by Officer

The following University Units have been identified to meet the criteria referenced above and are required to comply with the policy and procedure.

Consolidated University Unit	Parent Organization	Officer or VP
Center for Global Engagement	Division of Student Affairs	Amy Hecht
Dean of Students/ Counseling Center	Division of Student Affairs/Student Health and Wellness	Amy Hecht

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Career Center	Division of Student Affairs	Amy Hecht
Campus Recreation	Division of Student Affairs	Amy Hecht
Housing	Division of Student Affairs	Amy Hecht
Oglesby Union/Center for Leadership and Social Change, Student Government and Advocacy, Office of the Vice President for Student Affairs.	Division of Student Affairs	Amy Hecht
University Health Services	Division of Student Affairs	Amy Hecht
General Counsel	Office of the President	Carolyn Egan
Athletics and Boosters	(Athletics - Office of the President), (Boosters - Division of University Advancement - Vice President)	David Coburn
Lab Animals	Division of Research - Vice President	Laurel Fulkerson
Proposal Development, IP and Commercial, Human Subjects, Research Foundation	Office of the Vice President for Research	Laurel Fulkerson
Sponsored Research	Division of Research - Vice President	Laurel Fulkerson
Marine Lab	Division of Research - Associate Vice President	Laurel Fulkerson
Center for Advanced Power Systems, Advanced Aero, Reading Research, Climate Institute, Fuels, High Performance	Division of Research - Vice President	Laurel Fulkerson
National High Magnetic Lab	Division of Research - Vice President	Laurel Fulkerson
Compliance/Ethics	Office of the President	John Thrasher
Veterans	Office of the President	John Thrasher
Office of Inspector General Services	Office of the President	John Thrasher
University Communications, Government Relations, Opening Nights	Office of the President	Liz Hirst

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Business Services	Division of Finance and Administration - Associate Vice President	Kyle Clark
Budget	Division of Finance and Administration - Vice President	Kyle Clark
Procurement/Controller/ Finance/UBA	Division of Finance & Administration - Associate Vice President	Kyle Clark
Facilities	Division of Finance and Administration - Vice President	Kyle Clark
HR	Division of Finance and Administration - Vice President	Kyle Clark
Public Safety	Division of Finance and Administration - Vice President	Kyle Clark
Transportation	Division of Finance and Administration - Vice President	Kyle Clark
WFSU	Division of Finance and Administration - Associate Vice President	Kyle Clark
CCI	Division of Academic Affairs - Provost and Executive Vice President	Sally McRorie
College of Business	Division of Academic Affairs - Provost and Executive Vice President	Sally McRorie
College of Law	Division of Academic Affairs - Provost and Executive Vice President	Sally McRorie
Education	Division of Academic Affairs - Provost and Executive Vice President	Sally McRorie
Human Sciences	Division of Academic Affairs - Provost and Executive Vice President	Sally McRorie
Motion Picture	Division of Academic Affairs - Provost and Executive Vice President	Sally McRorie
Panama City Campus	Division of Academic Affairs - Provost and Executive Vice President	Sally McRorie
University Libraries	Division of Academic Affairs - Provost and Executive Vice President	Sally McRorie
College of Arts and Sciences/Earth, Ocean, and Atmospheric Science	Division of Academic Affairs - Provost and Executive Vice President	Sally McRorie

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Criminology	Division of Academic Affairs - Provost and Executive Vice President	Sally McRorie
Fine Arts/Deadman Hospitality	Division of Academic Affairs - Provost and Executive Vice President	Sally McRorie
Institute of Science and Public Affairs (ISPA)/Learning Systems Institute (LSI)	Division of Academic Affairs - Provost and Executive Vice President	Sally McRorie
International Programs/ Undergraduate/ Grad School	Office of the Provost	Sally McRorie
Jim Moran College of Entrepreneurship	Division of Academic Affairs - Provost and Executive Vice President	Sally McRorie
Nursing	Division of Academic Affairs - Provost and Executive Vice President	Sally McRorie
Ringling	Division of Academic Affairs - Provost and Executive Vice President	Sally McRorie
Social Sciences & Public Policy	Division of Academic Affairs - Provost and Executive Vice President	Sally McRorie
Social Work	Division of Academic Affairs - Provost and Executive Vice President	Sally McRorie
Student Success, IR, Critical Thinking	Office of the Provost - Associate Vice President	Sally McRorie
College of Medicine	Division of Academic Affairs - Provost and Executive Vice President	Sally McRorie
College of Music	Division of Academic Affairs - Provost and Executive Vice President	Sally McRorie
Engineering	Division of Academic Affairs - Provost and Executive Vice President	Sally McRorie
ITS	Division of Academic Affairs - Provost and Executive Vice President	Sally McRorie
Office Distance Learning/ Enrollment Management	Division of Academic Affairs - Provost and Executive Vice President	Sally McRorie
Alumni	Division of University Advancement - Vice President	Andy Jhanji
FSU Foundation	Division of University Advancement - Vice President	Andy Jhanji

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University Advancement	Division of University Advancement - Vice President	Andy Jhanji
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## University Unit Rotation – Alternating Three Year Cycle

Disaster Recovery Plans, Business Impact Analysis and Risk Assessments will be rotated on a continuous 3-year cycle, with Year 1 starting in 2021:

Year 1: Disaster Recovery Plan and Business Impact Analysis Due

Year 2: Risk Assessment Due

Year 3: Nothing Due

1. Business Services
2. CCI
3. Center Global Engagement
4. College of Business
5. College of Law
6. Dean of Students/ Counseling Center
7. Education
8. General Counsel
9. Human Sciences
10. College of Medicine
11. Motion Picture
12. Panama City Campus
13. Budget
14. Procurement/Controller/Finance/UBA
15. Proposal Development, IP and Commercial, Human Subjects, Research Foundation
16. Sponsored Research
17. University Communications, Government Relations, Opening Nights
18. University Libraries

Year 1: Nothing Due

Year 2: Disaster Recovery Plan and Business Impact Analysis Due

Year 3: Risk Assessment Due

1. Alumni
2. Career Center
3. College of Arts and Sciences/Earth, Ocean, and Atmospheric Science
4. Compliance/Ethics
5. Criminology
6. Fine Arts/Deadman Hospitality

7. FSU Foundation  
8. Institute of Science and Public Affairs (ISPA)/Learning Systems Institute (LSI)  
9. International Programs/ Undergraduate/ Grad School  
10. Jim Moran College of Entrepreneurship  
11. Marine Lab  
12. Nursing  
13. Ringling  
14. Social Sciences & Public Policy  
15. Social Work  
16. Student Success, IR, Critical Thinking  
17. University Advancement  
18. Veterans

Year 1: Risk Assessment Due

Year 2: Nothing Due

Year 3: Disaster Recovery Plan and Business Impact Analysis Due

1. Athletics and Boosters
2. Campus Recreation
3. Center for Advanced Power Systems, Advanced Aero, Reading Research, Climate Institute, Fuels, High Performance
4. Lab Animals
5. College of Music
6. Engineering
7. Facilities
8. Housing
9. HR
10. ITS
11. National High Magnetic Lab
12. Office Distance Learning/ Enrollment Management
13. Office Inspector General Services
14. Oglesby Union/Center for Leadership and Social Change, Student Government and Advocacy, Office of the Vice President for Student Affairs.
15. Public Safety
16. Transportation
17. University Health Services
18. WFSU